

Superior Court of California, County of Yolo

Job Announcement

Court Interpreter – Punjabi Language Recruitment # 08-09

Salary: \$33.13 – Step 1
 \$34.12 – Step 2
 \$35.15 – Step 3

CLOSING DATE: Open Recruitment

POSITION SUMMARY

Under general supervision, court interpreters perform a wide variety of language interpretation activities on an assigned and as needed basis for the Superior Courts of California and for parties to proceedings, including witnesses, defendants, attorneys, other court personnel, the public and perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Incumbents report to the Operations Supervisor or designee. There are no direct reports to employees in for this classification.

ESSENTIAL DUTIES include, but are not necessarily limited to:

- Provide customer service that bestows fair and equal access to the Court
- Interprets from and into English and the applicable-non-English language using simultaneous and consecutive modes at court proceedings in various court locations at the direction of the court
- Makes sight translations of documents for the benefit of the court including, but not limited to, court petitions, reports, waivers, felony disposition statement forms and other documents
- Interprets for judges, attorneys, court staff and other court-related departments at the direction of the court
- Researches and understands legal terminology used in court and functions of the court which may include but not be limited to legal, technological, scientific and/or medical terminology
- Receives daily calendar assignments from the Trial Court Interpreter Coordinator or Supervisor and accurately completes daily activity logs, or other documentation as required
- Maintains effective communications with supervisors and court personnel for purposes of ensuring quality customer service

Some positions may require the performance of other related duties depending upon work location, assignment, or shift.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Correct use of the English and non-English language specified including spelling, punctuation, and grammar
- Familiarity of the general range of regional and cultural variations in the specified language
- California court system and criminal justice system
- California statutes, Rules of Court, and applicable personnel rules concerning court interpretation
- Legal concepts and forensic terminology in both English and non-English language specified
- Court policies and procedures

Skills and Abilities:

- Interpret accurately and remain impartial including in adversarial and emotionally charged situations
- Adhere to interpreter ethics and standards as stipulated in California Rules of Court Rule 984.4, interpretation
- Understand and follow written and oral instructions
- Maintain the confidentiality of court-related records
- Accurately perform duties with attention to detail
- Establish and maintain effective working relationships
- Utilize word processing and calendar/electronic communication software
- Communicate effectively
- Read and understand state statutes, local ordinances, local court rules and procedures pertaining to legal filings and processes
- Prioritize, maintain and coordinate a heavy workload
- Interact with legal professionals, paraprofessionals and the public in a respectful manner
- Write neatly and legibly
- Remain focused during long proceedings or with interruptions
- Work as part of a team and independently
- Flexibility in meeting multiple demands
- Prioritize and complete assigned tasks
- Read and understand court documents

EMPLOYMENT STANDARDS

Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying.

Requirements:

Possession of a valid and current registration in the designated spoken language for which the interpreter is applying as issued by the Judicial Council of California at the time of application.

Education:

High school graduate or equivalent

Experience:

1 – 2 years experience in a position requiring extensive public contact and interpretation/translation work

Driver's License: Possession of a valid Class "C" California driver's license, or the equivalent, or the ability to utilize an alternative method of transportation may be needed to carry out job-related essential functions.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use dexterity and coordination utilizing hands to finger, handle or feel objects, use a computer keyboard, view a computer monitor, handle files, single pieces of paper, stacks of papers, and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability of adjust focus.

The employee is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to twenty-five (25) pounds and reach for items above and below desk level. Lifting of objects weighing in excess of twenty-five (25) pounds will require team lifting. The noise and traffic level in the work environment are similar to a busy business office.

Normal business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. Over-time may occur occasionally.

RECRUITMENT PROCESS

To be considered for this position, job applicants are required to submit an **official court application and region 3 supplemental application form**. Human Resources will review applications. A panel of subject-matter-experts will conduct a structured oral interview of the applicants selected to progress in the recruitment process. The panel will review and assess the degree to which each applicant demonstrates the required knowledge, skills, and abilities.

Eligible job applicants will be notified by phone or letter of the date and location prior to scheduling for the interview. Applicants who are successful in progressing to the final interview phase may be interviewed for final selection by court leadership, including the immediate supervisor. An eligibility list may be promulgated and may be referred to in filling future vacancies, up to six months after completion of this recruitment process. The court reserves the right to re-recruit rather than select individuals from the unranked eligibility list. The court may require a drug screen and pre-employment physical after an offer of employment is extended. Reference checks are required. Background checks are required after a job offer has been extended.

Official court applications that include the region 3 supplemental application form are available on the Court's Web site, www.yolo.courts.ca.gov or may be picked up from the Human Resources Department at 601 Court Street, Woodland CA, 95695. Application materials may be mailed to P.O. Box 1290, Woodland CA, 95776 or dropped off at the Human Resources Department. Additionally, application materials may be emailed to humanresources@yolo.courts.ca.gov or faxed to 530-406-6883. Application materials must be completed, signed, and **received by Court Human Resources.** If emailing or faxing, please follow up with the original application within three business days. For more information a Human Resources representative may be contacted at 530-406-6881.